PREPARING A PUBLICATION

Project officers can use the following guidance when preparing drafts of publications. All references are to AFI 33-360, Volume 1, *Publications Management Program*, unless otherwise stated. For additional guidance, also use the *Government Printing Office (GPO) Style Manual* and AFH 33-337, *The Tongue and Quill*.

Basic Format

➢ Prepare the draft in Microsoft Word.

➢ Use 12-point Times New Roman font.

➢ Use full-page width format, NOT dual-column format.

➢ Use 1-inch left, right, top, and bottom margins.

Setting Up the First Page (Title Page)

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

BY ORDER OF THE COMMANDER **42D AIR BASE WING (AETC)**	**MAXWELL AFB INSTRUCTION 34-XXXX** **[DATE] 2002**

Personnel

SCHEDULING AND CONDUCTING BOWLING GAMES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 42d Communications Squadron web site at: http://www.maxwell.af.mil/msd/pubs/index.htm. If you lack access, contact the Publications Management office.

OPR: 42 ABW/XYZ	Certified by: 42 ABW/XY
(Capt Fred Flintstone)	(Col Barney Rubble)
Supersedes: MAFBI 34-XXXX, 20 March 2000	Pages: X
	Distribution: F

This instruction specifies responsibilities and establishes procedures for scheduling and conducting bowling games. It defines the relationship between the teams, players on the teams and the league sponsors. This instruction applies to all personnel participating in the league.

SUMMARY OF REVISIONS

A star (★) indicates changes since previous edition. Updates team names (para 2), clarifies scoring methods (para 3.4) and defines proper etiquette (para 7.2, and attach 1).

➢ Enter "**DRAFT – NOT FOR IMPLEMENTATION OR COMPLIANCE**" at the top of each page of the draft.

➢ **Heading Format.** For all publications, ensure the heading block is correct and the publication number matches the entry on AF Form 673.

➢ **Series Title.** Ensure the title agrees with the entries in attachments 7 and 8.

➢ **Date.** Do not date your draft. The publishing office will date it when it is ready for publishing.

➢ **Office of Primary Responsibility (OPR).** Show the FAS, and, in parentheses, the name of the project officer.

➢ **Certified by.** Show the FAS and, in parentheses, the name of the person who signed the AF Form 673, block 18.

➢ **Supersession Line.** Give the publication number and date of the superseded publications. Ensure the supersession line indicates the EMC or IC number and date; see the title page of this volume for an example.

➢ **Number of Printed Pages.** Leave blank. The publishing office will enter this information.

➢ **Distribution.** Show approved symbol; e.g., F, X, or L. See Section 3E, Establishing Distribution and Access, for definitions.

➢ **Purpose Paragraph.** Include a statement explaining the purpose of the publication, to whom it applies, and higher headquarters, DoD, and other agency publications implemented.

➢ **Summary of Revisions.** Prepare a summary of revisions for all categories of revised publications. Describe the major changes and where they are in the publication (e.g., paragraphs, sections, chapters, figures, tables, attachments). Begin with the lowest numbered paragraph and end with the attachments.

Numbering Procedures

➢ **Pages.** Begin with the Arabic number 2 on the second page (the title page is not numbered) and continue numbering without a break in sequence.

➢ **Tables and Figures.** Do not use single numbers to number tables and figures, use two-part Arabic numerals, e.g., Table 1.1, Table 2.5, Figure 3.2, Figure 4.3, etc. Give the title of the table or figure after number. This is called the table or figure caption. Align captions above the table or figure, flush with the left side of the illustration.

➢ **Attachments.** Do not single number paragraphs, but use letters and numbers for subparagraphs. When there is more than one paragraph, use two-part Arabic numerals, with an "A" preceding the number. For example, number paragraphs in Attachment 1 as A1.1, A1.2, etc.; in Attachment 2, A2.1, A2.2, etc.

➢ **Tables and Figures Within an Attachment.** Use two-part Arabic numerals for tables and figures, with an "A" preceding the table or figure number; e.g., Table A1.8, Table A2.4, Figure A3.10, etc.

Writing Style

➢ **Sentence and Paragraph Length.** Try to keep paragraphs short – seven to nine sentences, where possible, without losing clarity and continuity. Divide long paragraphs into subparagraphs or consider using main paragraphs. Try to keep sentence length to no more than 20 words. See AFH 33-337 for more information on sentences and paragraphs.

➢ **Active Voice.** Use the active voice, when possible. The active voice is preferred and is more natural and direct. See AFH 33-337 for more information.

➢ **Capitalization.** Refer to the *GPO Style Manual* and AFH 33-337 for rules on capitalization. Use the *GPO Style Manual* as the first choice of reference and AFH 33-337 as the second choice.

  • Using Capital Letters in Titles. Use an initial capital letter for nouns, verbs, objects, and prepositions and articles of four or more letters. Capitalize "to" when it precedes a verb. See AFH 33-337 for more information.

  • Using Capital Letters in the Text. Do not capitalize the first letter of each word of an acronym or abbreviation unless the word is a proper noun. For example, do not capitalize the first letters of the words "major command" for the acronym "MAJCOM." However, capitalize the first letters of "Air Mobility Command" when referring to "AMC." Do not capitalize these terms in Air Force publications, unless they begin a sentence: government, state government, and active forces. *EXCEPTIONS:* Public Law, Federal Government, Executive Order, Services, Military Services, Military Departments, Armed Services, and Armed Forces. See AFH 33-337 for more information.

➢ **Using USAF and AF.** Spell out USAF and AF unless they are part of a long title, address, military title, publication or form designation, or must appear in a limited space in a table.

➢ **Using the Term United States.** Use this term when speaking of the continental United States (CONUS), Alaska, Hawaii, and its possessions and territories. *EXCEPTION:* United States when used in the adjective form is abbreviated, as in "US citizen."

➢ **Using Functional Address Symbols (FAS).** Use a FAS to tell readers how to direct questions or comments, or respond to requirements. If needed for clarity, the first time you use a FAS, spell out the organization's name and then indicate the FAS in parenthesis; e.g., "42d Air Base Wing Safety Division (42 ABW/SE)."

Improving Readability.

➢ Substitute short, familiar words for longer words. Write directly to the reader. Try using the second person ("you" implied). Be concise. Brevity helps the user understand the intent of the publication. Do not use words ending in "ever" if the basic word will suffice. For example, try "when" instead of "whenever" and "where" instead of "wherever." See AFH 33-337 for more information.

➢ Do not hide main ideas. Place important phrases at the beginning of a sentence. Do not use smothered verbs. Most smothered verbs end in "ion," but there are others. Examples of smothered verbs and their original verb form are operations (operate), selection (select), classification (classify). Use pure verb forms, such as the original verb or its "ing" form. See AFH 33-337 for more information.

➢ Do not split predicates with prepositional phrases and clauses. Avoid separating a subject from its verb or a verb from its object or complement. For example, "Tom will, after carefully considering flight schedules, fly to Europe." Instead, say, "After carefully considering flight schedules, Tom will fly to Europe." See AFH 33-337 for more information.

➢ Use parallel construction, even if it means rewriting the material. Parallelism is a similarity of grammatical form in subparagraphs. See AFH 33-337 for more information.

➢ Do not use the slash ("/") to combine ordinary terms, such as "and/or," "MAJCOM/FOA," etc. However, use the slash between organizational abbreviations and FAS; e.g., "42 ABW/CC," and technical terms "Retention/Retirement Year." Also, you may use it in tables with limited space.

➢ Spell out the abbreviation the first time you use it unless the abbreviation has taken on a life of its own and is more readily recognized than the term it replaces. For example, RADAR stands for **RA**dio **D**etecting **A**nd **R**anging, etc. Then follow it with the abbreviation in parentheses. Do not show the abbreviation if you use the term only once. Do not use punctuation with abbreviations, except for "No. of Printed Pages" in the title-page footnote and United States Code (U.S.C.). Consult AFH 33-337 and the *GPO Style Manual's* list of standard abbreviations of legal and other Latin phrases. Do not use an "s" the first time you use an abbreviation, even though the term is plural. Thereafter, use the "s" to show the plural form in text. Do not use an apostrophe to form the plural of an abbreviation. See AFH 33-337 for more information. *NOTE:* In large publications, for user friendliness, you may spell out the abbreviation in each chapter, followed by its abbreviation in parentheses, for clarity, ease of use, and continuity.

➢ Regardless of whether you use an acronym or abbreviation in the text, spell out the term in a "Terms Explained" paragraph or attachment. You must use definitions for those terms identified as approved for DoD in Joint Publication (JP) 1-02, *Department of Defense Dictionary of Military and Associated Terms*, without change unless a distinctly different context or application is intended. Each term must stand on its own as a clearly understandable unit. OPRs frequently use the following terms in Air Force publications:

- Air National Guard (ANG). The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

- Air Reserve Components. All units, organizations, and members of the USAFR.

- Air Staff. Offices below the Secretariat level (under and including the Chief of Staff, USAF).

- CONUS. United States territory including the adjacent territorial waters, located within North America between Canada and Mexico.

- HQ AFRC. A MAJCOM under HQ USAF.

- HQ USAF. All offices of the Secretariat and the Air Staff.

- Overseas. All locations, including Alaska and Hawaii, outside the CONUS. (Oversea is the adjective form and will be used as such in Air Force publications. Example: ... oversea theater...)

- USAFR. All Reserves of the Air Force.

➢ Use gender-neutral terms when possible. See AFH 33-337 for gender-neutral terms. ***NOTE***: The terms "airman," "manpower," "man-year," and "man-day" are still authorized for use.

Miscellaneous Requirements

➢ **Table of Contents.** Include a table of contents in any publication 20 pages or larger.

➢ **Glossary of References and Supporting Information.** When a paragraph or attachment includes references, abbreviations, acronyms, terms explained, or addresses, place them in alphabetical order, in this order. Do not include E-mail addresses or telephone numbers in the listing. If your publication has more than 10 of these items, make the Glossary of References and Supporting Information attachment 1 to the publication.

➢ **Forms Prescribed/Adopted.** List forms prescribed/adopted in the last paragraph of the publication just before Attachment 1, and on the AF Form 673, Section III. (NOTE: Identify adopted forms on the AF Form 673 by placing an upper-case letter "A" in parenthesis after the form number [i.e., (A)].)

➢ **Contradicting or Less Restrictive Guidance.** Research higher headquarters and lateral level organizational publications related to the same topic to ensure the draft does not conflict with or is less restrictive than guidance already in place.

➢ **Copyright Material.** See paragraph 3.4.14 for guidance on copyrighted material or material contributed or loaned by non-government sources. Make sure the AF Form 673, block 16, indicates the draft contains copyrighted or loaned material.

➢ **Trade Names.** See paragraph 3.4.15 when a publication contains a trade name or the name of a commercial manufacturer or service.

➢ **Electrical Reporting During MINIMIZE.** When a publication requires sending reports or data electrically (by message, telephone, etc.), state whether to send the information by airmail or to hold it for routine transmission during MINIMIZE. See paragraph 3.4.7.2. AFI 33-324 offers additional guidance.

➢ **Underlining Text.** If you underline text, do so only for emphasis just as you would when you bold and or italicize for emphasis. Otherwise, use underlining sparingly or not at all. See AFH 33-337 for more information.

➢ **Names of Bases and Cities.** Do not use a comma between the name of a base or city and the State if you include the ZIP Code. For example, write "Randolph AFB TX 78150-5000"; do not write "Randolph AFB, TX 78150." Include the ZIP Code plus 4. Do not abbreviate the names of bases and cities. See AFDIR 37-135, *Air Force Address Directory*, to verify addresses (converted to a database).

➢ **Using "(s)."** Do not use "(s)" to show the plural of a noun; e.g., office(s). Use "one or more" or a similar phrase. Also, do not show the plural form of a noun in parentheses; e.g., office (offices). Use either the singular or plural form of the noun.

➢ **Assure, Ensure, and Insure.** Use these terms correctly in publications. To *assure* is to state with confidence that something will be done. *Ensure* is to make certain of something. *Insure* relates to insurance company matters. See AFH 33-337 for more information.

Preparing Illustrations

➢ **Artwork for Publications.** In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page. Place the caption above the graphic. See the Air Force web site at http://e-publishing.af.mil for more details. Also, see paragraph 3.37.

➢ **Preparing Forms for Use as Illustrations.** If illustrating a form as a figure, include instructions (near the figure) for filling out and using the form. Department of Defense (DD) and Air Force (AF) forms sometimes have instructions printed on reverse side; do not repeat this information in the text. Do not use blank forms in publications. Use hypothetical or sample entries.

➢ **Using Figure Captions.** Align figure captions above the figure, flush with the left side of the illustration. To continue the figure onto another page, show at the bottom of the page, centered, in parentheses "(Figure continued on next page)." At the top of the continued page, show the figure number and "Continued;" e.g., "Figure 1. Continued." To help users view figures on a video screen, use "portrait" orientation where practical.

➢ **Using Table Captions.** Align table captions above the table, flush with the left side of the table. To continue the table onto another page, show at the bottom of the page, centered, in parentheses "(Table continued on next page)." At the top of the continued page, show the table number and "Continued;" e.g., "Table 1. Continued." To help users view tables on a video screen, use "portrait" orientation.

Approval (Signature) Page

➢ **Approval.** Include a signature element. For wing commander or higher, use the 3-line signature block format (see below). See paragraph 1.9 for additional guidance.

> JOHN Q. PUBLIC
> Colonel, USAF
> Commander, 42d Air Base Wing

Research

➢ Check Indices 2 and 9 for related publications and forms.

➢ Search the background files for pending information.

➢ Verify publication numbers and supersession statement.

➢ Verify references, abbreviations, FASs, and addresses.

➢ Check currency of referenced forms using current indices.

➢ Use short and long titles of forms the first time they are mentioned in the publication (e.g., AF Form 988, **Leave Request/Authorization**). Use **bold** font for the long title. From then on, use only the short title (e.g., AF Form 988). Ensure all prescribed and adopted forms are listed in Section III of the AF Form 673.

➢ Use the short and long titles of publications the first time they are mentioned (e.g., AFI 46-101, *Nursing Operations*). Use *italicized* font for the long title. From then on, use only the short title (e.g., AFI 46-101).

➢ Refer to AFI 33-332, *Air Force Privacy Act Program*, to determine if the Privacy Act applies. Contact the base Privacy Act monitor for additional assistance.

➢ Contact the base safety office to determine if any OSHA standards may apply.

➢ Contact the base Environmental Engineering section to determine if any Environment Protection Agency policies may apply.

➢ Conduct research to determine if the publication is still essential, if it can be combined with another publication, and if the current distribution is appropriate.

➢ Incorporate any previously published EMCs or ICs.

➢ Verify the terms and acronyms in the glossary do not conflict with Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*. **NOTE:** The current version of JP 1-02 is at: http://www.dtic.mil/doctrine/jel/doddict/.

AF Form 673.

➢ See paragraph 3.17 for coordination requirements. The FOIA manager (42 CS/SCSR) and 42 ABW/JA must coordinate on all AU and MAFB publications. You can coordinate your publication via e-mail. If you use e-mail or AF Form 1768, **Staff Summary Sheet**,: list all coordinating agencies on the AF Form 673 and enter "see attached e-mail" or "see attached SSS" in the "Name" column next to each office symbol; print each coordinating agency's response and attach it to the original, signed AF Form 673. The certifying official and approving authority <u>must</u> sign the AF Form 673 (AFI 33-360, Vol 1/AETC Sup 1, paragraph 3.13). You can obtain a copy of the completed AF Form 673 for the current publication from the base publishing office.

➢ List current, new, revised, or obsolete forms in Section III. List both prescribed and adopted forms in Section III. Place an "A" in parenthesis (A) after the form number of adopted forms.

➢ Ensure the AF Form 673 has the proper certifying official and approving authority signatures. Normally, the certifying official is one organization level higher than the OPR. If this isn't possible, then the approving authority will also act as the certifying official. Approving authorities are a minimum of squadron commander or equivalent.

Submitting the Draft Publication

➢ Submit the following via e-mail or on a 3.5-inch, high-density disk:

❑ A single file for the publication with its figures, tables, attachments, and graphics integrated in the file. *NOTE:* It is the OPR's responsibility to identify and place figures, tables, and graphics in the appropriate places.

❑ Separate source graphics files for each figure in the publication.

• For consistency and ease of reference, use the publication title for the file name on the disk; e.g., afi_23-201_aus1.doc, mafbman_33-327.doc, aupam_33-306.doc, etc.

❑ Submit a hard copy of the publication. Ensure the hard copy and the electronic file match!! *NOTE:* This is the OPR's responsibility!!!